

## CITY OF ALCOA

### Job Description

<b>Job Title:</b>	<b>Assistant Water Treatment Operator</b>		
<b>Department:</b>	Public Works & Engineering		
<b>Reports to:</b>	Assigned Supervisor	<b>FLSA Status:</b>	Non-Exempt
<b>Revised by:</b>	H.R. Department	<b>Revised Date:</b>	06/2015
<b>Approved By (Dept. Head)</b>		<b>Approved Date</b>	

#### **DEFINITION OF CLASS**

This is both semi-skilled and skilled work leading to promotion to Water Treatment Plant Operator. Employees in this class perform dual roles: 1) training for the full time job of Water Treatment Plant Operator, and 2) acting as relief operator on an assigned shift. This class is used to prepare employees to undertake the full responsibilities of Water Treatment Plant Operator as vacancies occur. Promotion to Water Treatment Plant Operator shall be contingent on successful work performance and attainment of Class IV certification by the Tennessee Department of Environment and Conservation as a Water Treatment Plant Operator. This is a safety-sensitive position.

#### **ESSENTIAL DUTIES PERFORMED**

- Assists with collecting samples, lab analyses, and overall treatment plant operations;
- Trouble-shoots mechanical, electrical, and electronic / computer equipment and performs maintenance on the same;
- Works rotating shifts & Holidays as needed;
- Works after-hours call-in and overtime hours as required or assigned;
- Subject to call-in for specified emergencies;
- Reports to work as scheduled and on time, even under inclement weather conditions;
- With demonstrated competence, works as primary WTP operator on a relief basis;
- Operates automobiles, pickup trucks, and other automotive equipment.

#### **OTHER DUTIES PERFORMED**

- Responsible for dispatching after-hour calls, contacting the appropriate on-call personnel, maintaining service request forms, etc.;
- Assists maintenance craft personnel in performing their duties;
- Cleans, paints and maintains water plant buildings and other assigned facilities;
- Mows, trims and performs general grounds maintenance work;
- Performs related work as required;
- Serves on various employee teams.

#### **MINIMUM EDUCATION & EXPERIENCE REQUIREMENTS**

Graduation from a standard senior high school or possession of a General Equivalency Diploma (G.E.D.). Emphasis in mathematics and/or science is preferred. Preference also given to candidates having one or more of the following:

- Associates and/or Bachelors degree in math or sciences;
- Associates Degree and/or Technical School Certificate in electronics.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret written communications;
- Ability to respond to verbal inquiries from management, staff, and customers;
- Ability to effectively present information verbally and/or in writing;
- General aptitude in mathematics and/or science;
- Basic working knowledge of a personal computer;
- Ability to learn SCADA operations, Rockwell RSView32 software, and PLC programming;
- Considerable knowledge and skill in the use of basic hand and power tools;
- Proven mechanical aptitude;
- Ability to read, interpret and work from engineering drawings, schematic drawings, rough sketches and drawings;
- Ability to do hard manual labor, sometimes under unfavorable environmental and/or weather conditions, for extended periods of time;
- Ability to work rotating shifts;
- Ability to learn new procedures and to apply the same to a variety of tasks;
- Ability to adjust to situation where part time is functioning as a subordinate plant assistant, and part time is functioning as the operator in charge;
- Ability to learn the full range of duties of Lead Water Treatment Operator.

## **SPECIAL REQUIREMENTS**

- Possession of a valid driver's license issued by the State of Tennessee.
- Ability to obtain Grade IV Water Treatment Operator certification from the Tennessee Department of Environment and Conservation.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and bend. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 110 pounds and occasionally lift and/or move up to 300 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places, confined spaces, and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

***The duties described in this job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not excuse them from the position if the work is similar, related or a logical assignment to the position.***

***The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***